



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY ASSESSOR'S OFFICE
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 485BR

Posting Date: June 29, 2009

JOB TITLE

APPRAISER TRAINEE /REAL PROPERTY

EXAM NUMBER

G1960M

FILING DATES

July 14, 2009 - July 16, 2009

SALARY

\$3,284.09 - \$6,002.82 **MONTHLY**

After successful completion of the training program, salary will be \$3495.27 - \$6,002.82.

BENEFITS

Represented Employees

- Cafeteria Benefit Plan
- Retirement Plan
- Annual Vacation: 10 days after one year
- 11 Paid Holidays
- Sick Leave Benefits
- Promotional Opportunities
- Educational Reimbursement
- Mileage Reimbursement

**POSITION
INFORMATION**

The Appraiser Trainee program is a one-year program designed to prepare candidates for a career in real estate with the Los Angeles County's Assessor's Department. The purpose of the training program is to teach trainees the theory of appraising and the techniques of valuing real property for assessment purposes. Part of the year's training is devoted to classroom study and the balance of time is spent in the field making appraisals under the direction of experienced appraisers. This combination of theory and practical experience makes for an interesting and well-rounded training program. Under close supervision, Appraiser Trainees learn various appraisal methods which involve the application of appraisal principles and practices used in the valuation of real property for assessment purposes. After successful completion of the one-year training program, trainees will be eligible to advance to the position of Appraiser if certification requirements are met. To become certified, an Appraiser Trainee must successfully pass all phases of the training during the training year.

ESSENTIAL JOB FUNCTIONS

Receives formal classroom instruction and on-the-job training in real estate theories, principles, techniques, aspects of real estate appraisal work, property tax law, assessment practice, and Department of the Assessor policies to provide for a fundamental basis of understanding of the real estate market and property tax assessment methodology.

Learns the three professionally accepted approaches to real estate appraisal, and how to obtain and utilize real estate market information needed in each of the approaches to determine their estimate of fair market value.

Under close supervision, performs on-site inspections of new, altered, or additions to residential, commercial, or industrial structures for the purpose of estimating their fair market value and assessment.

Learns to take accurate measurements and descriptions, prepares scale diagrams of structures, computes area, and cost manual procedures that are required in performing the cost approach to value.

Learns to utilize the Assessor's Records, Property Data Base System and its procedures to research assessment situations, coordinate, and enroll property tax assessments.

Prepares a formal narrative appraisal to demonstrate knowledge of appraisal theory and methodology, ability to reconcile the important factors affecting the marketability and value of subject property, and ability to decide upon its value estimate.

Drives to different locations, in the state of California, to appraise real properties for assessment purposes.

SELECTION REQUIREMENTS

A Bachelor's Degree from an accredited* four year college or university.**

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License is required to perform job-related essential functions.

Special Requirement Information:

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.**

****You MUST include official transcripts or a photocopy of the diploma with your application. Your transcripts must indicate that you meet the selection requirement. Applications submitted without the required documentation will be rejected as incomplete.**

APPOINTEES who provide a copy of their diploma MUST furnish their official college transcripts before appointments become final.

LICENSE INFORMATION: We will conduct a background check of successful

<p>DESIRABLE QUALIFICATIONS</p> <p>SPECIAL INFORMATION</p> <p>VACANCY INFORMATION</p> <p>EXAMINATION CONTENT</p> <p>ELIGIBILITY INFORMATION</p>	<p>applicants' driving records before appointment becomes final. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</p> <p>Appointees will be required to provide automobiles and drive them in the County service at the rate of compensation allowed by the Board of Supervisors.</p> <p>Appointees will be asked to authorize the Assessor's Department to request proof of good driving record from the Department of Motor Vehicles.</p> <p>Strong math, problem solving, written and verbal communication skills.</p> <p>Majors in business and finance are desirable although no specific major is required.</p> <p>Shift: Any Shift CERTIFICATION: Appointees must meet certification requirements established by the California State Board of Equalization within one year of employment.</p> <p>The resulting eligible list for this examination will be used to fill vacancies in the different district and downtown offices of the Assessor's Department.</p> <p>Candidates for Appraiser Trainee must pass a qualifying written test covering vocabulary, grammar and punctuation, reading comprehension, arithmetic problems, data interpretation and spatial relations. Only those candidates who pass the qualifying written test with a score of 70% or higher will proceed to the interview weighted 100%. The interview will cover training, experience, personal fitness and general ability to perform the duties of this position. Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible list.</p> <p>The qualifying written test is scheduled beginning August 1, 2009. Candidates who are scheduled to take the examination and are unable to attend on said date will be asked to provide documentation verifying that they are unable to appear for the examination. Once documentation has been submitted and approved, accommodations will be made for a late administration of the examination.</p> <p>Applicants MUST present their examination admittance notice and their California Driver License to be admitted to the written test. NO LATE CANDIDATES WILL BE ADMITTED.</p> <p>The written test is not reviewable by candidates per Civil Service Rule 7.19.</p> <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.</p> <p style="text-align: center;">* * * * IMPORTANT INFORMATION * * * *</p>
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**APPLICATION
INFORMATION**

***APPLY IN PERSON ONLY.** Applications will be accepted starting July 14, 2009 through July 16, 2009 from 8:00 a.m. to 5:00 p.m. at the following locations:

Kenneth Hahn Hall of Administration
Assessor's Human Resources Office
500 W. Temple Street, Room 350
Los Angeles, CA 90012

Assessor's North District Offices
13800 Balboa Boulevard
Sylmar, CA 91342

Assessor's Lancaster Office
251 East Avenue K-6
Lancaster, CA 93535

Assessor's West District Office
6120 Bristol Parkway
Culver City, CA 90230

Assessor's South District Office
1401 E. Willow Street
Signal Hill, CA 90755

Assessor's East District Office
1190 Durfee Avenue
South El Monte, CA 91733

IMPORTANT: Applicants must file the standard County of Los Angeles Employment Application in person. Applications filed at any other locations will not be accepted. Appointments to take the written test will be given to qualified applicants only when they apply at the above locations. **NO MAIL-IN OR FAXED APPLICATIONS WILL BE ACCEPTED.**

A Standard County Employment Application can be found at:
<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

Complete your application thoroughly and correctly so that you will receive full credit for your related education and experience. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools/colleges attended, title of courses completed, dates completed and number of credits/units earned, degree(s) earned, and dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

APPLY IN PERSON ONLY
APPLY IN PERSON ONLY
APPLY IN PERSON ONLY ,
(213) 974-3161

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 974-3161.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-3161. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.